

**Security Bureau  
Government Secretariat**

**Controlling Officer's  
Environmental Report 2004**

**Introduction**

We aim to include all major environmental measures taken in 2004, our green management performance and future green targets in this report.

**Our Goal**

Our Policy Objective is to ensure that Hong Kong remains a secure and safe city by maintaining law and order, guaranteeing public safety, exercising effective immigration and customs control, rehabilitating offenders and drug abusers, and providing effective emergency services.

It is our environmental goal to provide our services in an environmentally responsible manner and through the optimum use of resources and energy, so as to be in line with the government-wide initiative towards a paperless and green government.

**Green Measures Taken in 2004**

The work of the Security Bureau is mainly office-based. In 2004, we continue to follow the green measures taken in past years, meanwhile exploring new means and identifying new initiatives to achieve a healthy and sustainable working environment. Details of the environmental measures are as follows :

**(A) Reduction of Paper Consumption**

(i) By electronic means :

- Uploading the electronic version of the Security Regulations and Security Bureau Circulars onto the Central Cyber Government Office (CCGO) for internal reference;
- Using the Confidential Mail System so that confidential documents can be sent by e-mail;
- Using the notes-based Departmental Portal (DP) so that vacation/ sick leave applications can be submitted and processed electronically;
- Using e-payslips in order to minimize paper consumption;

- Using intranet and e-mails for dissemination of internal circulars and notices to staff;
- Uploading consultation papers and reports on the homepage for public reference; and
- Encouraging the use of e-mails for transmission of documents and correspondences.

(ii) By the economy use of paper :

- Using the blank side of used paper for drafting, printing and photocopying;
- Printing on both sides of paper;
- Minimizing photocopies;
- Producing CDs for consultation papers and reports instead of hardcopies;
- Using plain paper fax machines;
- Using double-side copiers;
- Reusing loose minutes jackets;
- Reusing envelopes or using transit envelopes;
- Avoiding using envelopes for unclassified documents;
- Using existing documents for circulation; and
- Avoiding use of fax leader pages.

### **(B) Waste Recovery**

- Collecting used paper / newspaper for recycling;
- Collecting used clips;
- Collecting used printer toner cartridges for recycling; and
- Collecting used CD/ VCDs for recycling.

### **(C) Energy Conservation**

- Routine checking to switch off lights/air conditioners/photocopiers beyond office hours;
- Reminding staff to switch off lights/air conditioners during lunch break or away for long hours;
- Reducing common area lighting to minimum beyond office hours;
- Using electric tubes with energy efficiency label;
- Using solar reflective curtains to minimum solar energy intake;
- Issuing guidelines to staff for energy conservation; and
- Setting the room temperature to 25.5 .

#### **(D) Stakeholders Participation**

- Encouraging staff to participate in the Green Day organised by the Community Chest and other events by other charitable organizations so as to arouse staff's awareness on environmental protection.

#### **(E) Publicity / Education**

- Circulating environmental guidelines to staff regularly; and
- Displaying posters, stickers and other promotional materials to promote environmental awareness.

#### **(F) Measures at Festive Seasons**

- Sending electronic seasonal greeting cards to our official counterparts; and
- Minimizing the quantity of decorative materials and re-using them.

#### **(G) Other Measures**

- Displaying plants in offices;
- Installing timer taps in toilets;
- Encouraging a non-smoking environment in office premises; and
- Minimizing use of government vehicles unless necessary.

#### **Our Green Management Performance**

Efforts in carrying out various measures mentioned above contributed to a decline in our paper and energy consumption in 2004. As compared with 2003, the consumption of paper and electricity in 2004 marked a reduction of 6.6% and 12.7% respectively. The remarkable decrease in consumption is mainly attributed to the use of e-mails for the transmission of written correspondences and reduced lighting to minimum in office outside office hours.

#### **Green Targets in Future**

We will continue to strive our best to further identify new initiatives to make our working environment an environmentally responsible one. Special attention will be placed on a wider use of electronic measures in order to minimize the use of paper and energy. Our targets in future are as follows:

- Maintaining the SB intranet so that information can be shared electronically and less hardcopies will be produced; and
- Implementing the Document Imaging System so that files can be retrieved and read on personal computers instead of printing of hardcopies.

Review of the existing environmental practices will be conducted from time to time so as to enhance our performance in conserving the environment. We will also encourage staff to participate in environmental friendly activities in order to arouse environmental awareness among all stakeholders.

### **Views and Enquiries**

Comments or enquiries on this Environmental Report are welcome. You can reach us by one of the following means :-

By e-mail : [sbenq@sb.gov.hk](mailto:sbenq@sb.gov.hk)  
By Fax : 2868 5074  
By Phone : 2810 2642  
By Post : Security Bureau, 6/F,  
Central Government Offices (Main Wing),  
Lower Albert Road, Central, Hong Kong

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